



**OUR COMPLETE 2024-2025
RE-ENROLLMENT PACKET**
(Existing Parents Only)

This packet was last revised on May 21, 2024



Themba Creative



Early Learning Center

Children's File Checklist

Date _____

Dear _____,

Your child's file is missing the following documentation. Please return the attached copies by _____

Your child may not return to School after that date if the documentation is unavailable.

Documentation Needed	Missing	Update Required
Emergency Card		
Updated Immunizations		
Re-Enrollment Agreement		
Lead Testing Form if not on file		
Receipt of Parent Manual		
Copy of A Valid Driver's License (Parent or Guardian)		

Note: Re-Registration fee is \$60 for a single child and **\$30** per child for each additional child

Thank you for your cooperation!

If you have any questions regarding this, please contact me at 301-552-5437.

Themba CLC Discipline & Positive Guidance Procedures

Professionals who work with young children expect to be met with challenging behavior from time to time. During the first five years of life, children are just beginning to learn how to handle their intense emotions and conform to society's behavioral expectations. As parents know, this is a lengthy process. It is also a central aspect of children's social and emotional development that can be guided using strategies based on research into early brain development.

All staff at Themba will receive training before working with children, which will continue every two years. If an employee is suspected of violating this discipline policy, the person will be suspended/terminated. Child Protective Services (CPS) and the Office of Childcare will independently investigate the allegations.

In early care and education setting, we define challenging behavior as any behavior that:

- interferes with children's learning, development, and success at play;
- is harmful to the child, other children, or adults;
- puts a child at high risk for later social problems or school failure.

The behavior can be direct (e.g., hitting, pushing, biting, kicking) or indirect (e.g., teasing, ignoring rules or instructions, excluding others, name-calling, destroying objects, or having temper tantrums).

Themba's staff sees working with children's challenging behavior as integral to our job. The root meaning of the word *discipline* is "instruction" or "training." This meaning, rather than punishment, is the foundation for our approach to guiding children's behavior. We accept that young children sometimes display emotions or try to achieve their goals unproductively or immaturely. That is simply part of being very young. Children's most valuable learning occurs during behavioral problem-solving, especially in groups. The approaches we use vary by age group but have the following elements in common:

- **Adults model positive behavior** -- We show that we can accept, control, and express feelings in direct and non-aggressive ways. We let children know we are not afraid of their intense emotions and will not punish, threaten, or withdraw from them.
- **Teachers design the physical environment to minimize conflict. We provide multiple toys and materials for groups of children, clearly define classroom and outdoor areas to allow for active and quiet play, and strive to maintain an appropriately calm stimulation level.**
- **Teachers maintain age-appropriate expectations for children's behavior** -- We attempt to minimize unreasonable waiting and transition times. We limit the length of a large group and teacher-directed activity times according to children's developmental

levels. We give children large blocks of uninterrupted time to choose their activity.

- **Teachers establish simple rules, or expectations, for the classroom community --** Older preschool children participate in this process early in the school year. When issues arise, adults and children can reference the “Be safe, Be kind, Be respectful” guidelines as reminders about what kinds of behavior facilitate life in a group setting.
- **Adults closely observe and supervise children's activities and social interactions.** **With our high ratio** of adults to children and our emphasis on attentive observation, we can often intervene to guide children before situations escalate.
- **Adults help children verbalize their feelings, frustrations, and concerns --** The staff will help children describe problems, generate possible solutions, and think through the logical consequences of their actions. Babies will hear their caregivers describe actions, problems, solutions, and logical consequences. The adult role is to be a helper in positive problem-solving. We want children to value cooperation and teamwork. We help them to learn peaceful, productive approaches to interacting with peers.
- **Children whose behavior endangers others will be supervised away from other children --** This is not the same as the practice of using a "time out" (the traditional chair in the corner) for a child. An adult will help the child move away from a group situation. The child will then verbally process the problem with the staff member and other concerned parties. An adult will stay close to any emotionally out-of-control child who needs private time to regain composure.
- **Discipline, i.e., guidance, will always be positive, productive, and immediate when behavior is inappropriate --** *No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal or physical abuse by any staff member working at Themba.* Every Teacher understands and follows our disciplinary approach and the standards of guidance and management in our Office of Child Care Licensing Regulations. We work with our families so that they also understand and employ this guidance approach.
- **If an employee suspects a teacher is violating this disciplinary policy.** The employee must immediately notify the center’s director or the Office of Child Care.
- When a pattern of behavior persists that endangers self, others, or property or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services.

Parent Signature : _____ Date: _____

Parent/Guardian Acknowledgement Of
Receipt of Parent Manual

I have received Themba Creative Learning Center LLC **Parent Manual** **and** have agreed to read, have an opportunity to ask questions about, understand, and be willing to abide by and follow the policies set forth herein. _____ initial

Children Transport to and from evacuation sites in case of emergency:

In an emergency, I permit Themba to transport my child in personal vehicles to and from our designated evacuation site. I, therefore, acknowledge that I have received and read Themba's Emergency Preparedness Plan.

Yes ___ No ___

If not, how would you like your child transported?

Additionally, I would like to volunteer to help transport children to the evaluation site during emergencies.

Yes ___ No

If so, kindly provide us with your best reachable contact number.

() _____ - _____ | (type) Cell ___ Home ___ Work ___

Email Address _____

Signature of Parent(s)/Guardian(s)

Print Name

Date

SUPPLY LIST TODDLERS

- Three (3) sets of weather-appropriate clothes
- Three (3) pairs of socks
- Two (2) fitted cot sheets
- One (1) small blanket
- One (1) paint smock or oversized shirt
- One (1) small picture of your child and a family picture
- Two (2) boxes of tissues
- Two (2) Packs of Lysol wipes
- large Glue Sticks

**** All supplies are due by the first day of school****



**Please label all of your child's belongings.
THIS IS A MUST!!**



SUPPLY LIST

TWOS

- Three (3) sets of weather-appropriate clothes and underwear
 - Three (3) pairs of socks
 - Two (2) fitted cot sheets
 - One (1) small blanket
 - Two (2) boxes of large Crayons
 - One (1) crayon Box
 - Paint smock or oversized shirt
 - One (1) small picture of your child and a family picture
 - Two (2) boxes of tissues
 - Two (2) large glue Sticks
 - Two (2) packs of Lysol Wipes
 - One (1) backpack or bag to put personal items in
- NO Glass Bottles or Containers
 - This is the room where we start potty training!!!
 - No Belts
 - No Overalls
 - No Onesies (Including undershirts)

*All supplies are due on the first day of school *



Please label all of your child's belongings.
THIS IS A MUST!!



SUPPLY LIST

PRE-K

- Three (3) sets of clothing, please include underclothes
- One (1) small blanket and two crib sheets Must be in a zipper bag- No Plastic Bags Allowed
- Two (2) boxes of **large** Crayons and a crayon box
- One (1) paint smock or oversized shirt
- One (1) small picture of your child and family members
- Two (2) boxes of tissues
- Glue sticks
- Large Beginners Pencils (Ticonderoga)
- One pair of Child Scissors
- Two (2) folders –2 composition notebooks
- One (1) pack of facial wipes
- One (1) pack of flushable wipes
- Reusable Water Bottle
- Pull-ups if the child isn't potty trained

*All supplies are due on the first day of school *



Please label all of your child's belongings.

THIS IS A MUST!!



SUPPLY LIST

THREES

- Three (3) sets of clothing, please include underclothes
- One (1) small blanket and one crib sheet Must be in a zipper bag. No Plastic bags allowed
- Two (2) boxes of **large** Crayons
- Crayon box
- One (1) small picture of your child and family members
- Two (2) boxes of tissues
- One (1) pair of Child Scissors
- Facial wipes (Included)
- Two (2) packs of flushable wipes
- Pull-ups if the child isn't potty trained

*All supplies are due on the first day of school *



**Please label all of your child's belongings.
THIS IS A MUST!!**



SUPPLY LIST

INFANTS

- Three (3) sets of weather-appropriate clothes
- Five (5) extra onesies and undershirts for accidents
- Five (5) pairs of socks
- Two (2) portable crib sheets (**birth to 11 months**)
- Two (2) infant-size standard crib sheets (**11 months -18 months**)
- One (1) Small picture of your child and a family picture
- Five (5) Bibs (cloth and plastic)
- Five (5) Burping cloths
- Two (2) Pacifiers with a holder
- Two (2) boxes of tissues
- One (1) small bin container (**Please see image below**)



- Pamper/Wipes are included.
- Baby food/milk formula, please prepare at home.
- Bottles should be glass covered with a silicone sleeve to prevent breaking, or plastic baby bottles/sippy cups labeled “BPA” free.

***Parents must make the child's crib on Mondays.**
***All supplies are due by the first day of school.**



Please label all of your child's belongings.
THIS IS A MUST!!



Themba Creative Learning Center LLC
RE-ENROLLMENT AGREEMENT

TO THE PARENT: Please read this Agreement carefully. If you do not understand anything, feel free to ask the Center Director about it. This Agreement and its attachments establish your legal rights and responsibilities, as well as those of **Themba CLC**, regarding your child's participation at **Themba CLC**. Throughout this Agreement and attachments, the terms "you" and "parent" refer to the parents or legal guardians of the child enrolled at the Center, and the terms "Center" and "we" refer to **Themba CLC** and its staff members. "school day" is when the Center is open and operating.

By executing this Agreement, You _____ agree to re-enroll
(parent guardians)

your child _____ at **THEMBA CLC**, and **THEMBA CLC** (name of child)

to accept your child's enrollment under the terms and conditions stated below:

1. Program and Hours of Care.

Beginning on _____, 20____, the Center will provide care for your child in the _____ classroom with the following schedule:

Please circle hours of care needed/ only 9 hours per day **7:30-4:30 | 8:00-5:00 | 8:30-5:30 | Other**_____ **Initial**_____

Part-time: Circle Days: Mon. | Tues. | Wed. | Thurs. | Fri (No part-time care for infants/toddlers/twos)

Please do not drop off before the contractual agreement due to staff/child ratios that must be maintained in the morning hours before the arrival of additional staff. _____Initial

Note: Children can only be in school for a maximum of 9 hours per day_____(Initial).

The fee is an additional \$50 per week if a parent needs more than 9 hrs of care. If a parent fails to pick up at the contractual time, the late fee will automatically be charged to the account that day. Please review the late fee policy _____ (Initial)

1. Payment.

a. **Re-registration Fee.** A non-refundable Registration Fee of **\$60 for a single child and \$30 for each additional child** is due and payable when your child's re-enrollment Application is returned. Payment of this fee will also place your child on the waiting list if no

space is available when you re-enroll. Registration is renewed annually by Aug 15th for September enrollment.

b. Tuition for your child will be \$_____per week. **Tuition will be debited from your account every Friday before 10:00 am. Weekly tuition is late and is subject to a fee of \$10.00 per day on Monday at noon.**

c. Method of Payment.

All tuition payments are made through our automated payment processing, **Tuition Express (See forms Attached)**. Your payment may be processed through a credit card or bank draft. No other payment methods are accepted. If an automated payment is returned unpaid, you will owe a service fee of \$35.00 and other amounts due. All Credit Cards Payment options will incur a \$2.00/per week processing fee. __ **Initial**

If you use your Bank Account Info, It's (Free) __ Initial.

Suppose Themba CLC has to take collection action to collect unpaid fees. In that case, you will be responsible for all accrued late charges until the data is collected and for reasonable collection costs, including attorney's fees. _____**Initial**

2. Late Pick-Up Penalties.

If your child is picked up after your contractual time, you will owe a late fee of \$25.00 for up to the first 5 minutes and \$2.00 for each additional minute. These late pick-up penalties will be added to your Procure account. If your child is picked up more than thirty (30) minutes late two (2) or more times in any thirty (30)-day period, the Center may terminate your child's enrollment. _____**Initial**

3. Damage to Center Property.

You hereby agree that you will be responsible for any damage to Center property or equipment caused by you or your child, normal wear and tear excepted, including repairs made necessary by your actions or your child's actions.

4. Changes in Tuition.

You understand that tuition rates are subject to change, and you agree to pay the new rate after the Center gives you at least thirty (30) days' notice of such change.

Parent's Signature

5. Absences.

You are responsible for paying full tuition for your child until YOU TERMINATE the enrollment. This obligation is applicable even when your child is absent due to **illness**, vacation, holidays, inclement weather, or other causes. You agree to notify the Center in writing at least one month in advance if your child will not attend due to vacation or other plans. _____**Initial**

6. Readmission After Illness.

State licensing regulations require that if your child has been ill, he or she may not be readmitted to the Center until he or she is free of symptoms for 24 hours without any fever-reducing medications. You hereby agree to abide by this requirement and agree that the decision of the Center's Director shall govern such readmission.

_____Initial

Some infectious diseases may cause a longer period for the child to be absent to protect the staff's and children's health. The center will dictate the time frame the child must stay home regardless of the doctor's timeline. _____Initial

Medication: Themba does not apply sunscreen, eye drops, or bug repellent to children with or without a doctor's note. Only parent(s) may apply when such is needed. Parents must give the first dose of prescribed meds. _____Initial

7. **Holidays and Other Closings.**

The Center will be closed on all Federal Holidays, except the day before Thanksgiving Day and the day after Christmas Eve, Until January 3rd and during **Spring Break**. Themba may be closed the following Monday if any holiday falls on a Saturday or Sunday. **Themba** is also closed 2-3 days yearly for staff professional development.

Tuition is due in full for these days _____Initial

** Themba is not a religious school; therefore, Themba doesn't single out any one religious holiday to celebrate in our classrooms to show respect for other religious holidays that our families may celebrate. _____Initial

Inclement/Emergency Closings

Themba will follow PG County Public Schools Inclement Closings or Delayed Schedule. Please watch the local NEWS for updates. Tuition fees are still due during emergencies and/or inclement weather closings. _____Initial

8. **Suspension**

In the judgment of the Center Director, if the child's behavior threatens the physical or mental health of other children or the center's staff, the Center Director will call the parent(s) or guardian(s) to remove the child for the rest of the day. **THEMBA** requires that the child be picked up within the hour of being notified. Parents or guardians shall continue to be responsible for the daily tuition for that day.

9. **Withdrawal by Parent**

You must give the Center Director at least one month's written notice to withdraw your child from the Center. If you do not provide such notice, you will still be

responsible for your last 30 days of tuition plus any previously unpaid balances.

_____Initial

10. Termination by Center

- The Center may terminate your child's enrollment in the Center, effective immediately if any of the following conditions arise: In the judgment of the Center Director, the child's behavior or the parent's behavior threatens the physical or mental health of other children or the staff/parents of the Center;
- Tuition is not paid by noon on Wednesday.
- The child is routinely picked up later than the Center closing time or more than thirty (30) minutes late two (2) or more times in one month.
- The child is ill when brought to the Center more than three (3) times within any thirty (30)--day period, or the parent fails to pick up a sick child within one hour after being notified of the sickness more than two (2) times during any six (6) month period.

_____Initial.

Two Weeks' Notice. The Center may terminate your child's enrollment upon two (2) weeks' notice to you if any of the following conditions arise:

- Any of the conditions listed above has occurred, and the Center has not exercised its right to terminate enrollment immediately;
- In the judgment of the Center Director, the Center's program does not meet your child's developmental or Special Needs;
- You fail to abide by the terms of this Agreement

_____Initial.

Additional Reminders

No Cell Phone Zone For All

Themba has a no-cell phone zone! Parents, please refrain from using your cell phone at Themba during pick-up and drop-off. Teachers have minimal time to communicate with you, so please be available to chat with them about your child's day. _____ Initial

Fraternizing Policy

Staff cannot create personal relationships with parents outside of Themba's business hours. If a staff member decides to mingle with any parent currently enrolled at Themba, that staff member and the parent will be terminated immediately. _____Initial

Hair Beads

NO Hair Beads Policy- Due to the number of beads found on the floor and in children's mouths and noses, we have been forced to implement a NO HAIR BEADS policy for the center. Beads pose a danger to young children. _____Initial

11. 9-Hour Rule

Children's maximum number of hours at Themba is 9. I understand that I will be charged an additional \$50.00 per week if my child stays over the contractual agreement, or I will be charged a late fee as outlined in this agreement. _____Initial

12. Safety

For Safety reasons, please do not open (or **HOLD**) the front door for anyone. Every parent must use his or her code to enter the building. If the person doesn't have a code, please allow the person to ring the doorbell and show their ID. _____Initial

Parking/ No Idling:

Please do not park or stand in the fire lane or around the circle. All cars must be parked in a parking space to allow parents to exit the parking lot without being held up. _____Initial

Parents or Staff may not leave their car running for more than 30 seconds while dropping off or picking up. _____Initial

13. No Admittance after 10:00 am

Children will not be admitted after 10:00 am without a doctor's note. Suppose a child was administered shots during the doctor's visit. In that case, the child might not return to school due to complications from the shots and fever symptoms associated with the medicine that often makes the child irritable. _____Initial

No child will be admitted during nap time between 1 pm and 3 pm; we highly recommend that parents schedule doctor's appointments during the early morning hours to get back to the center before nap time.

Parents are not allowed in the classrooms to cut down on germs. _____Initial

14. Holiday Closings

Themba will close on Christmas Eve until after New Year's Day. Tuition is still due. _____Initial

15 a. Field Trip Participation

You acknowledge and agree that the Center's regular program includes field trips and other off-premises activities involving transporting the children on public transportation, in chartered vehicles, or vehicles driven by **THEMBA CLC** staff and parent volunteers. You must sign a separate Field Trip Permission Form for each excursion. **You acknowledge and agree that no alternate care may be available at the Center if you do not wish your child to attend such field or field trips and that no tuition refund will be given.** Each parent must participate in and attend one field trip per year with their child(ren)._____Initial:

If the Center Director or Senior Staff determines that the child needs individual attention, the parent(s) may be requested to attend the field trip with the child, or the child may not be allowed to participate.

No alternate care will be provided for any child who will not attend the trip(only about three—and four-year-old children); infants under two are not expected to participate without a parent due to their age.

15 b. **Child Custody/Separation/Divorce/Other Personal Issues** Issues relating to child custody, separation, divorce, or other personal issues are between the parties involved and should not affect the School or its personnel. The School does not enforce custody agreements or facilitate supervised visitation. Teachers and administrators need to focus on the children at the school rather than the personal issues of the families outside. If the Administration judges that a family's situation becomes or threatens to become a problem, this is grounds for immediate termination of enrollment. While we sympathize with families wrestling with these issues, the School needs clear "all or nothing" directions regarding who can pick up children. For example, "only mom is allowed to pick up," "only dad or dad's mother are allowed to pick up," or "both parents are allowed to pick up." If there is a custody arrangement regarding different parents picking up on certain days, and the wrong parent picks up, this is an issue to be taken up with a lawyer or the Court, not the School.

A child may not return to Themba after a parent removes the child for visitation. Initial_____

16 **Publicity and Outside Consultants.**

We ask for your permission for your child to be photographed or captured via digital imagery or videotaped for publicity, news purposes, Website Page, Social Media, and marketing and educational purposes._____Yes _____No

17 **Liability Release.**

THEMBA CLC maintains an insurance policy to cover its liability for injuries, losses, and damage that may occur to your child, your child's property, or your property caused by fire, theft, storm, or other causes. Acting on behalf of yourself and your child, you hereby waive and agree to release any claims that you, your child, or your child's heirs and successors may have against **THEMBA CLC** or any successor corporation or against any officer, shareholder, employee, or agent of **THEMBA CLC**, or any successor corporation, for any injuries, losses, and damage to your child, your child's personal

property, and your personal property to the extent that those injuries, losses, and damage are not covered by the insurance policy maintained by **THEMBA CLC**, or any successor corporation, or to the extent that the monetary amount of such injuries, losses, or damage exceed any amount payable under such insurance policies. You agree to be responsible for and hold harmless **THEMBA CLC**, any successor corporation, and any of the officers, shareholders, or directors of **THEMBA CLC**, or any successor corporation from and against any claims, suits, judgments, or costs that may be brought against **THEMBA CLC**, any successor corporation, its officers, employees, shareholders, or agents of **THEMBA CLC**, for the actual or alleged acts or omissions of you or your child(ren).

18 Certification That All Information Is Correct.

The following attachments form a part of this Enrollment Agreement. You hereby certify that you have accurately completed all the forms listed below and that you have read and agree to abide by all provisions of the Parent Handbook. You agree to notify **Themba** if there is any change in the information you have supplied on the forms listed below:

- Deposit Acknowledgment/Receipt
- Developmental History Form
- Pick-Up Release Form
- Custody Information Form (if applicable)
- Emergency Information Cards (2)
- Authorization to Treat a Minor Form (notarized)
- Child Health Inventory and Immunization Record.
- Receipt of Parent Manual
- Government Issued ID
- Tuition Express

Severability/Unenforced Terms Not Waived.

If any term of this Agreement is declared invalid or unenforceable, it will be severed, and all other terms will remain effective. They will be construed as invalid or unenforceable terms that did not exist. If **Themba CLC** does not require that you comply with any term of this Agreement, **Themba CLC** will not be deemed to have waived its right to demand compliance with the said term later.

AGREED TO

Parent's or Guardian's Signature Date

Parent's or Guardian's Signature _____ **Date** _____

Director _____ **Date** _____

CAFCP Enrollment: Yes: ___ No: ___

Meals your child will receive while in care:

BK ___ LN ___ SU ___ AM Snk ___ PM Snk ___ Evng Snk ___

EMERGENCY FORM

INSTRUCTIONS TO PARENTS:

- (1) Complete all items on this side of the form. Sign and date where indicated. Please mark "N/A" if an item is not applicable.
- (2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Name _____ Birth Date _____
 Last First

Enrollment Date _____ Hours & Days of Expected Attendance _____

Child's Home Address _____
 Street/Apt. # City State Zip Code

Parent/Guardian Name(s)	Relationship	Contact Information		
		Email:	C:	W:
			H:	Employer:
		Email:	C:	W:
			H:	Employer:

Name of Person Authorized to Pick up Child (daily) _____
 Last First Relationship to Child

Address _____
 Street/Apt. # City State Zip Code

Any Changes/Additional Information _____

ANNUAL UPDATES

 (Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

2. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

3. Name _____ Telephone (H) _____ (W) _____
 Last First

Address _____
 Street/Apt. # City State Zip Code

Child's Physician or Source of Health Care _____ Telephone _____

Address _____
 Street/Apt. # City State Zip Code

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Signature of Parent/Guardian _____ Date _____

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number

DO YOU HAVE CONCERNS?

Visit referral.mditp.org to learn developmental milestones for young children and see if your child's growth and development are on track for his/her age. If you have concerns, don't hesitate to speak with your child's healthcare provider and/or child care provider and make a referral.

NEXT STEPS

1. Check out referral.mditp.org to learn more information and to complete an online referral. You can also call 800-535-0182 to get contact information for your local Infants and Toddlers Program.
2. You will want to share information about your concerns and priorities when you speak with your local Infants and Toddlers Program. Next steps will include planning for developmental screening and/or evaluation to help determine if your child is eligible for services.
3. If your child is eligible, you will become a part of the early intervention team. Together you will develop a plan for supports and services. These will be provided at no cost and in familiar places where your child learns and plays, such as your home, child care program, the park, or the library.

Anyone can submit a referral to the **Maryland Infants and Toddlers Program** available for eligible children younger than 36 months who live in Maryland.

referral.mditp.org
1-800-535-0182



The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact the Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201-2595, 410-767-0433 voice, 410-767-0431 fax, 410-333-6442 TTY/TDD.

WE BEGIN EARLY TO FINISH STRONG



Maryland Infants and Toddlers Program

supporting young children with developmental delays or disabilities and their families



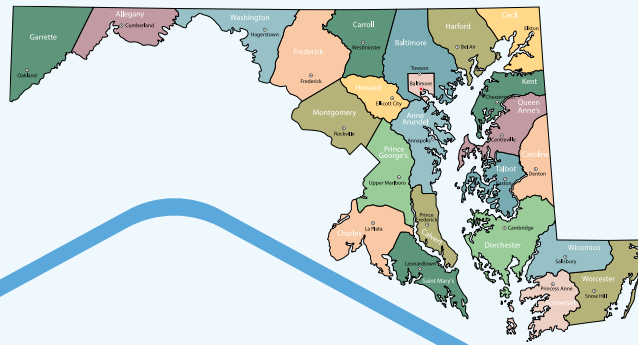
WORKING TOGETHER

Education Article Section 9.5 – 115 Information about the Maryland Infants and Toddlers Program

Under new State law, beginning July 1, 2023, each year a child care program must make information about the Maryland Infants and Toddlers Program and the Local Lead Agency responsible for administering the Program available to the parent or guardian of a child under the age of 3 years.

This information can be provided via personal message (including email), a document acknowledging parent or guardian receipt, or text message.

If the parent or guardian requests, the child care program shall assist the parent or guardian with scheduling a time and convenient location for the Local Lead Agency to provide the appropriate screening.



JURISDICTION CONTACTS

JURISDICTION	INFANTS & TODDLERS
Allegany County	301-759-2415
Anne Arundel County	410-424-3260
Baltimore City County	410-396-1666
Baltimore County	443-809-2169
Calvert County	443-550-8405
Caroline County	410-479-3246
Carroll County	410-876-4437
Cecil County	410-996-5444
Charles County	301-609-6808
Dorchester County	410-228-4747 ext. 1023
Frederick County	301-600-1612
Garrett County	301-334-7658
Harford County	410-638-3823
Howard County	410-313-7017
Kent County	410-778-7164
Montgomery County	240-777-3997
Prince George's County	301-925-6627
Queen Anne's County	410-556-6103
Somerset County	410-651-1616
St. Mary's County	301-475-5511 ext. 32223
Talbot County	410-822-0330 ext. 150
Washington County	301-766-8217
Wicomico County	410-677-5250
Worcester County	410-632-5121

THE EARLIER THE BETTER

The Maryland Infants and Toddlers Program provides family-centered support by:

- Building on your child's and family's strengths;
- Providing choices to meet your family's priorities and concerns;
- Supporting you to know your rights, communicate effectively about your child, and to help your child develop and learn.

The Maryland Infants and Toddlers Program is not a medical program that "treats" children. While they may not be trained specialists, families and caregivers are a child's most important teachers. The early intervention team will partner with you by using a coaching model to design and implement individualized strategies within your child's daily routines and activities.

The outcomes for all children participating in the Maryland Infants and Toddlers Program are to:

- Develop positive social-emotional skills and relationships;
- Acquire and use knowledge and skills; and
- Use appropriate behaviors to meet their needs.

